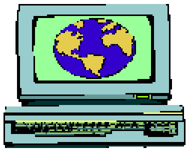
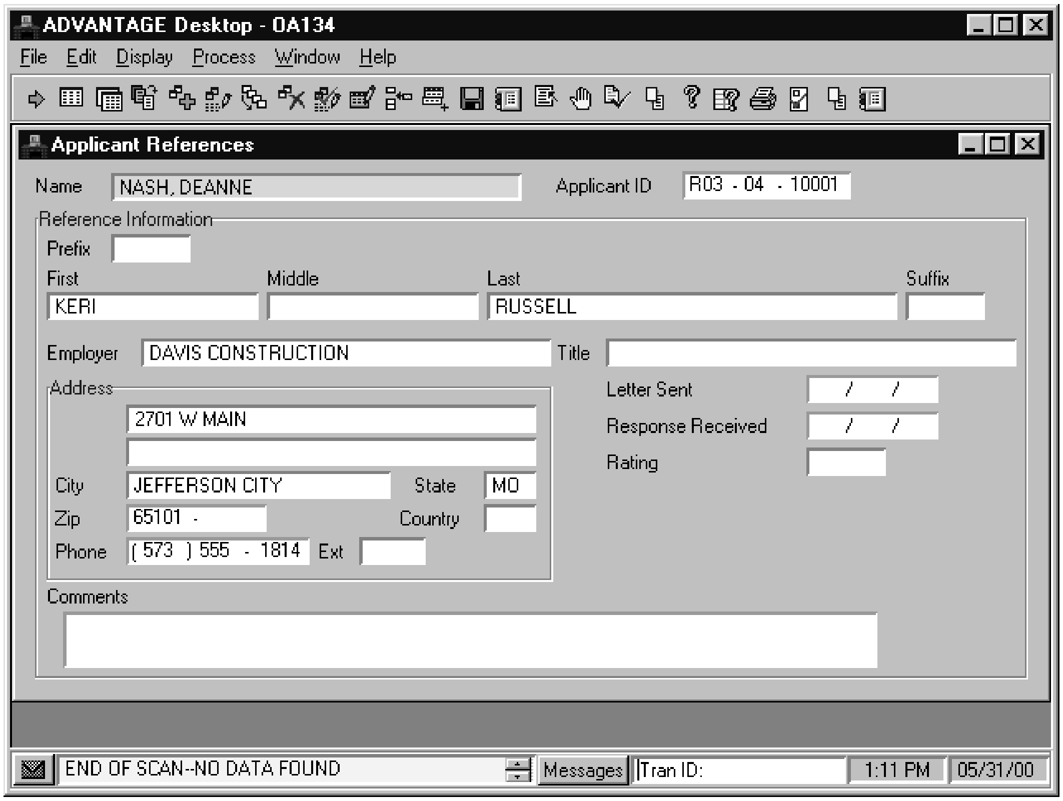


APPLICANT REFERENCES (AREF)



ADVANTAGE Desktop - OA134
File Edit Display Process Window Help
Applicant References

Name NASH, DEANNE

Applicant ID R03 - 04 - 10001

Reference Information

Prefix

First KERI

Middle

Last RUSSELL

Suffix

Employer DAVIS CONSTRUCTION

Title

Address

2701 W MAIN

City JEFFERSON CITY

State MO

Zip 65101 -

Country

Phone (573) 555 - 1814

Ext

Letter Sent / /

Response Received / /

Rating

Comments

END OF SCAN--NO DATA FOUND

Messages
Tran ID:
1:11 PM
05/31/00

NOTES

APPLICANT REFERENCES (AREF)

Step 3 Continue to populate the fields on the AREF.

TITLE - Optional. Enter the title of the reference.

ADDRESS - Optional. Enter the address of the reference's employer. Use the second line to continue the home address if additional space is needed. Type **2701 W MAIN**

CITY - Optional. Enter the city name of the address of the reference's employer. Type **JEFFERSON CITY**

STATE - Optional. Enter the state code of the address of the reference's employer. Valid values are located on the State (ST) window. Type **MO**

ZIP - Optional. Enter the zip code of the address of the reference's employer. Type **65101**

COUNTRY – Optional. Enter the country of the address of the reference's employer. Valid values are located on the Country (CTRY) window. The default is USA.

PHONE - Optional. Enter the phone number (area code and number) of the reference's employer. Type **573- 555-1814**

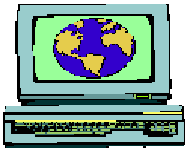
EXT - Optional. Enter the extension of the telephone number of the reference’s employer.

LETTER SENT - Optional. Enter the date (*mm/dd/yy*) the reference check letter was sent.

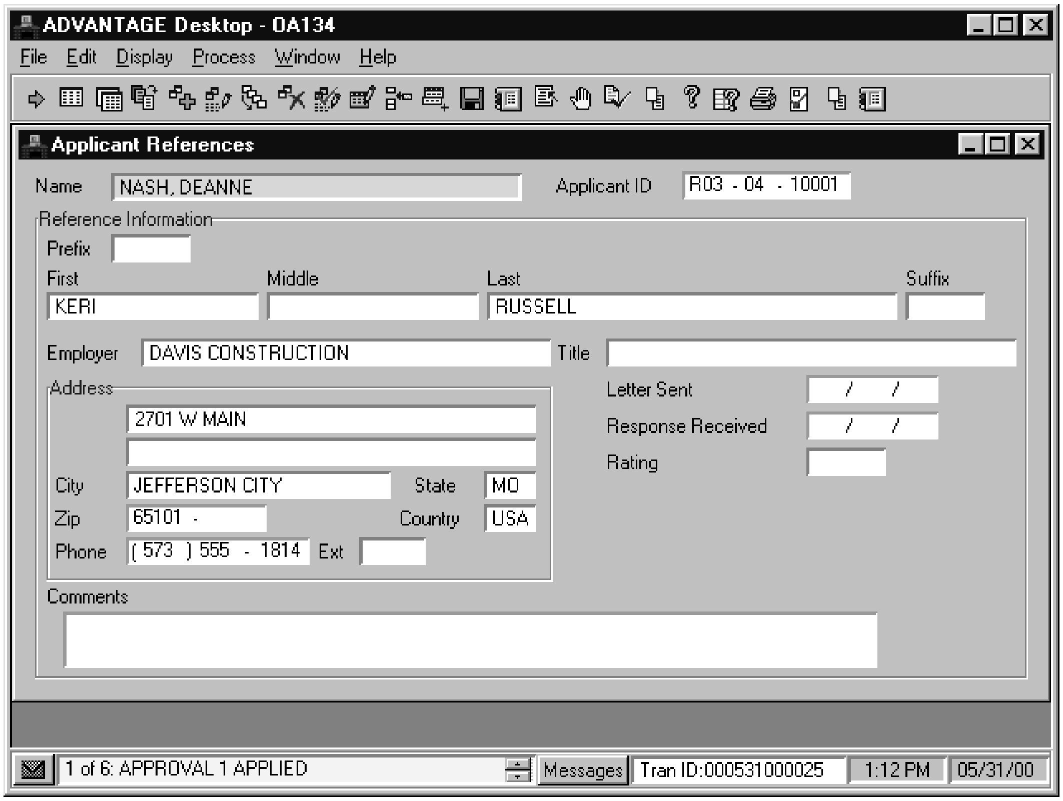
RESPONSE RECEIVED - Optional. Enter the date (*mm/dd/yy*) a response to the reference check letter was received.

RATING - Optional. Enter the code identifying what type of rating the reference gave the applicant. Valid values are located on the Interview Rating Code (IRTG) window.

COMMENTS - Optional. Enter any additional comments.



APPROVING AN APPLICANT REFERENCES (AREF)


ADVANTAGE Desktop - OA134
File
Edit
Display
Process
Window
Help
Applicant References
Messages

Name NASH, DEANNE
Applicant ID R03 - 04 - 10001

Reference Information
Prefix
First KERI
Middle
Last RUSSELL
Suffix
Employer DAVIS CONSTRUCTION
Title

Address
2701 W MAIN
City JEFFERSON CITY
State MO
Zip 65101 -
Country USA
Phone (573) 555 - 1814
Ext

Letter Sent / /
Response Received / /
Rating

Comments

1 of 6: APPROVAL 1 APPLIED
Tran ID:000531000025
1:12 PM
05/31/00

NOTES

APPROVING AN APPLICANT REFERENCE (AREF)

You have completed entering the field information for the AREF. Remember that the Process: Update step checks the transactions for errors. After a transaction is free of errors, the necessary levels of approvals are applied. The AREF requires three levels of approval and they are all applied by the agency.

Remember that items will enter and leave your worklists based upon what stage of the editing and approval process the transaction is in, what your security profile allows you to do, and your agency's workflow rules.

Now, let's complete the approval processing of the AREF.

Step 1 Select **Process: Update.**

If the transaction contains errors, messages will appear specifying the errors. You would need to correct the errors and repeat Step 1. If your transaction is free of errors, a message will appear in the yellow message bar at the bottom of the transaction window telling you that approvals are ready to be applied.

Step 2 Close the transaction. Workflow will now route the transaction as needed.

Note: For training purposes, you will stop at this point. The instructor will complete the next step. However, in the "real world", you would perform one of the following steps to apply additional levels of approval. Your ability to apply different levels of approval will be determined by your security profile.

Applying Additional but Not Final Approvals

Step 3 Select **Process: Approve.**

Step 4 Close the transaction. Workflow will now route the transaction as needed.

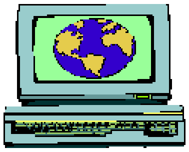
OR

Applying Final Approval

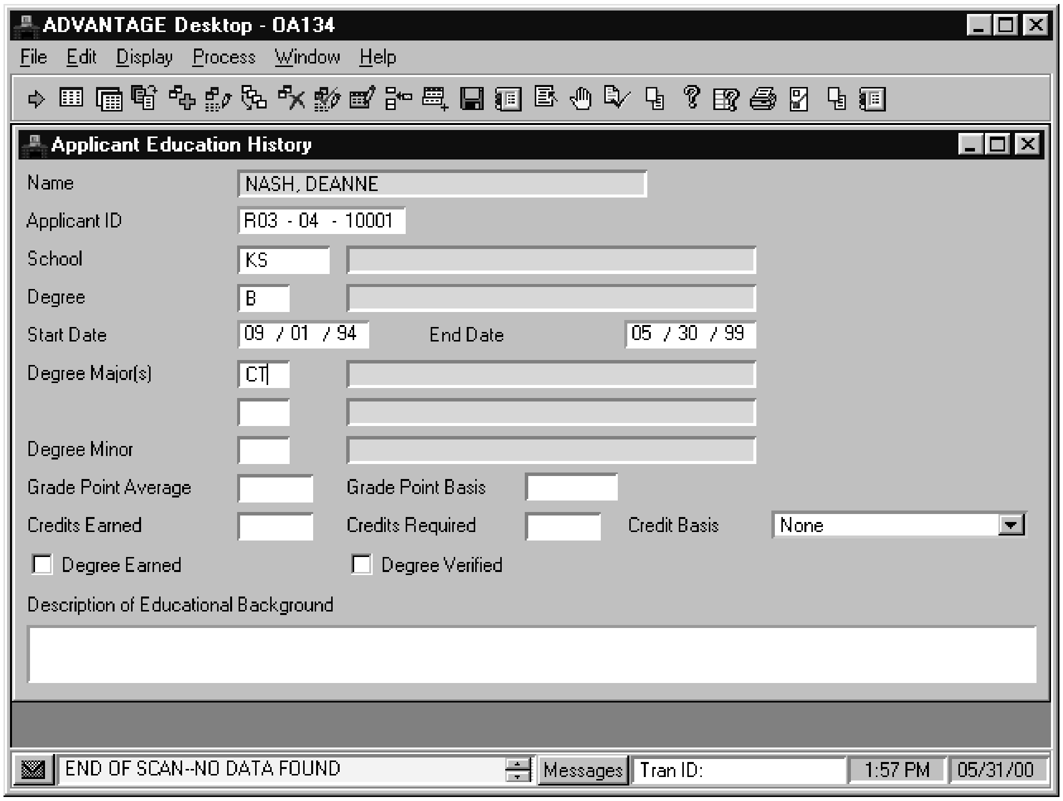
Step 3 Select **Process: Approve-Update.**

Step 4 Close the transaction.

.



APPLICANT EDUCATION HISTORY (AEDH)


ADVANTAGE Desktop - 0A134
File Edit Display Process Window Help
Applicant Education History

Name NASH, DEANNE
Applicant ID R03 - 04 - 10001
School KS
Degree B
Start Date 09 / 01 / 94 End Date 05 / 30 / 99
Degree Major(s) CT
Degree Minor
Grade Point Average
Grade Point Basis
Credits Earned
Credits Required
Credit Basis None
☐ Degree Earned ☐ Degree Verified
Description of Educational Background

END OF SCAN--NO DATA FOUND
Messages
Tran ID:
1:57 PM
05/31/00

NOTES

APPLICANT EDUCATION HISTORY (AEDH)

Any formal education an applicant has earned that is applicable to their job application can be stored through completion of the Applicant Education History (AEDH) transaction. The information captured includes the school the applicant attended, the degrees the applicant has earned, grade point averages, and the number of credits the applicant has earned. Completion of this window is defined by agency policy - it is not required by the SAM II HR/Payroll System.

Step 1 To open the AEDH from the SAM II Desktop Navigator window, use the Go To icon. Type AEDH in the Code field. Click the OPEN button.

Step 2 Complete the following field to access the applicant.

NAME – Inferred. Displays the applicant's full name (last name, first name, and middle initial).

APPLICANT ID - Required. Enter the applicant's identification number. Valid values are located on the Applicant Name Inquiry (QANM) window. **SEE STUDENT CARD**

Select **Display: Browse Data**.

Step 3 Populate the remaining fields on the AEDH.

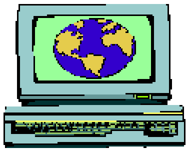
SCHOOL –Required. Enter the code for the school that the applicant attended, attends, or will attend. Valid values are located on the School (SCHL) window. Type **KS**

DEGREE - Required. Enter the type of degree that the applicant has received or is working toward. Valid values are located on the Degree (DEGR) window. Type **B**

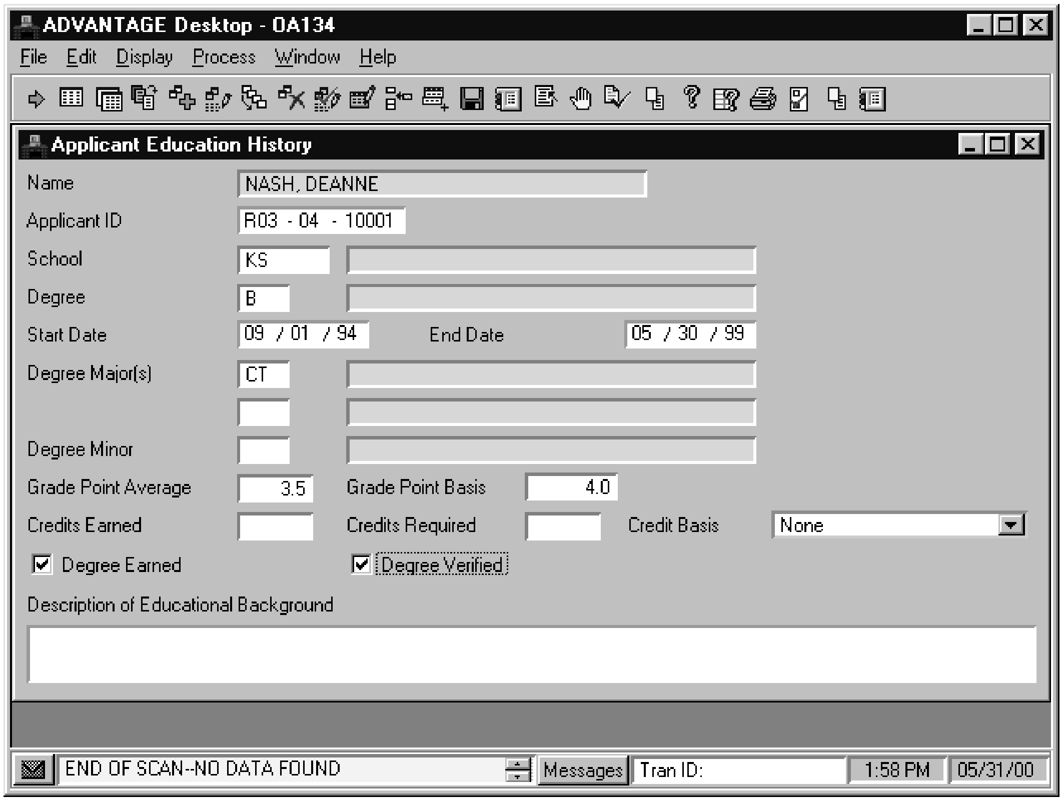
START DATE - Required. Enter the date (*mm/dd/yy*) that the applicant began or begins working toward the specified degree. The start date can precede the applicant's application date. Type **09/01/94**

END DATE - Optional. Enter the date (*mm/dd/yy*) that the applicant received or will receive the specified degree. Type **05/30/99**

DEGREE MAJOR(S) - Optional. Enter the subject that the applicant is majoring in. If the applicant has a dual major, enter both subjects. Valid values are located on the Formal Education Major (MAJR) window. Type **CT**



APPLICANT EDUCATION HISTORY (AEDH)


ADVANTAGE Desktop - 0A134
File Edit Display Process Window Help
Applicant Education History

Name	NASH, DEANNE				
Applicant ID	R03 - 04 - 10001				
School	KS				
Degree	B				
Start Date	09 / 01 / 94	End Date	05 / 30 / 99		
Degree Major(s)	CT				
Degree Minor					
Grade Point Average	3.5	Grade Point Basis	4.0		
Credits Earned		Credits Required		Credit Basis	None
☑ Degree Earned		☑ Degree Verified			

Description of Educational Background

END OF SCAN--NO DATA FOUND

Messages | Tran ID: | 1:58 PM | 05/31/00

NOTES

APPLICANT EDUCATION HISTORY (AEDH)

Step 3 Continue to populate the fields on the AEDH.

DEGREE MINOR - Optional. Enter the applicant's academic minor. Valid values are located on the Formal Education Major (MAJR) window.

GRADE POINT AVERAGE - Conditional. Required if "Grade Point Basis" is entered. Enter the applicant's Grade Point Average (GPA). Type **3.5**

GRADE POINT BASIS - Conditional. Required if the "Grade Point Average" is entered. Enter the basis for the Grade Point Average. For example, the applicant may have achieved a 3.75 GPA out of a possible 4.0. In this case, the grade point basis is 4.0. Type **4.0**

CREDITS EARNED - Optional. Enter the number of credits earned by the applicant.

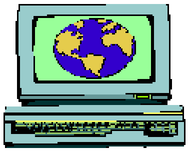
CREDITS REQUIRED - Optional. Enter the number of credits required to obtain the specified degree or degrees.

CREDIT BASIS – Optional. Select a value to indicate the basis for the "Credits Earned" and "Credits Required". Valid values are Classroom, Quarter, Semester, Trimester, Continuing Education Unit, Other, and None. The default is None.

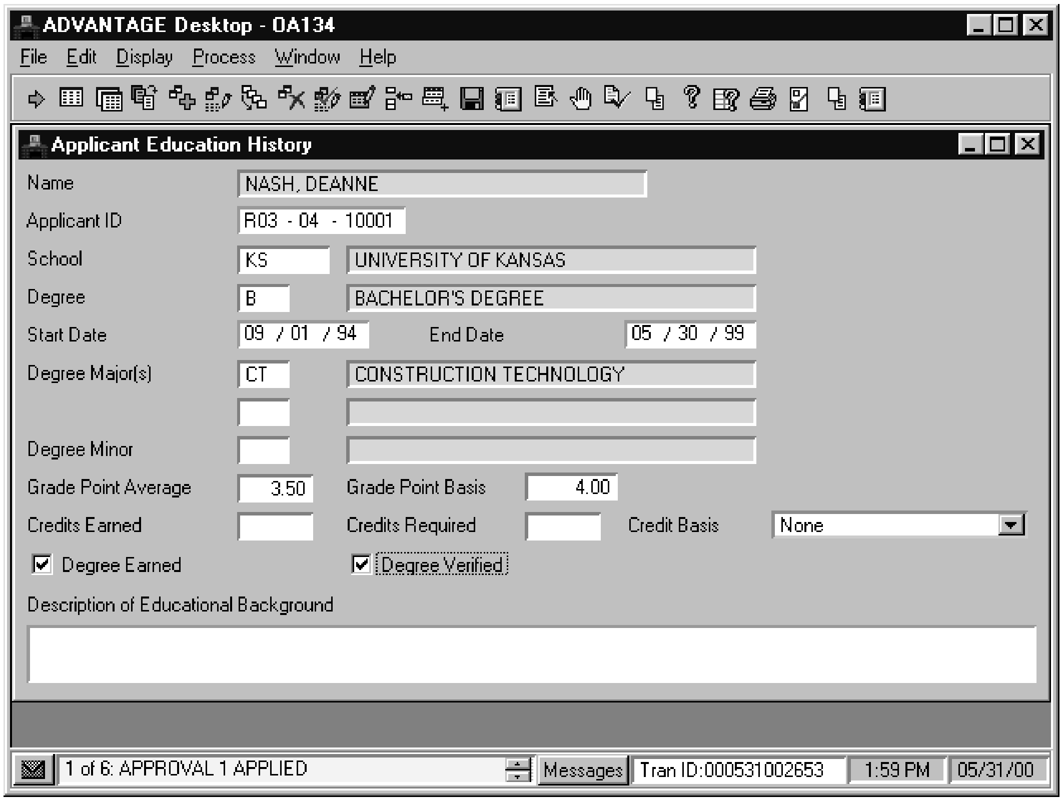
DEGREE EARNED – Optional. Check this box to indicate that the applicant received the specified degree. Clear to indicate that the applicant has not received the specified degree. The default is clear. **CHECK THIS BOX**

DEGREE VERIFIED – Inferred. Check this box to indicate that the specified degree or degrees have been verified. Clear to indicate that the specified degree or degrees have not been verified. The default is clear. **CHECK THIS BOX**

DESCRIPTION OF EDUCATIONAL BACKGROUND - Optional. Describe the educational background of the applicant.



APPROVING AN APPLICANT EDUCATION HISTORY (AEDH)



ADVANTAGE Desktop - 0A134
File Edit Display Process Window Help
Applicant Education History

Name	NASH, DEANNE		
Applicant ID	R03 - 04 - 10001		
School	KS	UNIVERSITY OF KANSAS	
Degree	B	BACHELOR'S DEGREE	
Start Date	09 / 01 / 94	End Date	05 / 30 / 99
Degree Major(s)	CT	CONSTRUCTION TECHNOLOGY	
Degree Minor			
Grade Point Average	3.50	Grade Point Basis	4.00
Credits Earned		Credits Required	
Credit Basis	None		

☑ Degree Earned ☑ Degree Verified

Description of Educational Background

1 of 6: APPROVAL 1 APPLIED

Tran ID:000531002653 1:59 PM 05/31/00

NOTES

APPROVING AN APPLICANT EDUCATION HISTORY (AEDH)

You have completed entering the field information for the AEDH. Remember that the Process: Update step checks the transactions for errors. After a transaction is free of errors, the necessary levels of approvals are applied. The AEDH requires three levels of approval and they are all applied by the agency.

Remember that items will enter and leave your worklists based upon what stage of the editing and approval process the transaction is in, what your security profile allows you to do, and your agency's workflow rules.

Now, let's complete the approval processing of the AEDH.

Step 1 Select **Process: Update.**

If the transaction contains errors, messages will appear specifying the errors. You would need to correct the errors and repeat Step 1. If your transaction is free of errors, a message will appear in the yellow message bar at the bottom of the transaction window telling you that approvals are ready to be applied.

Step 2 Close the transaction. Workflow will now route the transaction as needed.

Note: For training purposes, you will stop at this point. The instructor will complete the next step. However, in the "real world", you would perform one of the following steps to apply additional levels of approval. Your ability to apply different levels of approval will be determined by your security profile.

Applying Additional but Not Final Approvals

Step 3 Select **Process: Approve.**

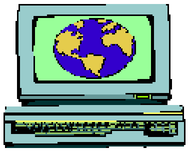
Step 4 Close the transaction. Workflow will now route the transaction as needed.

OR

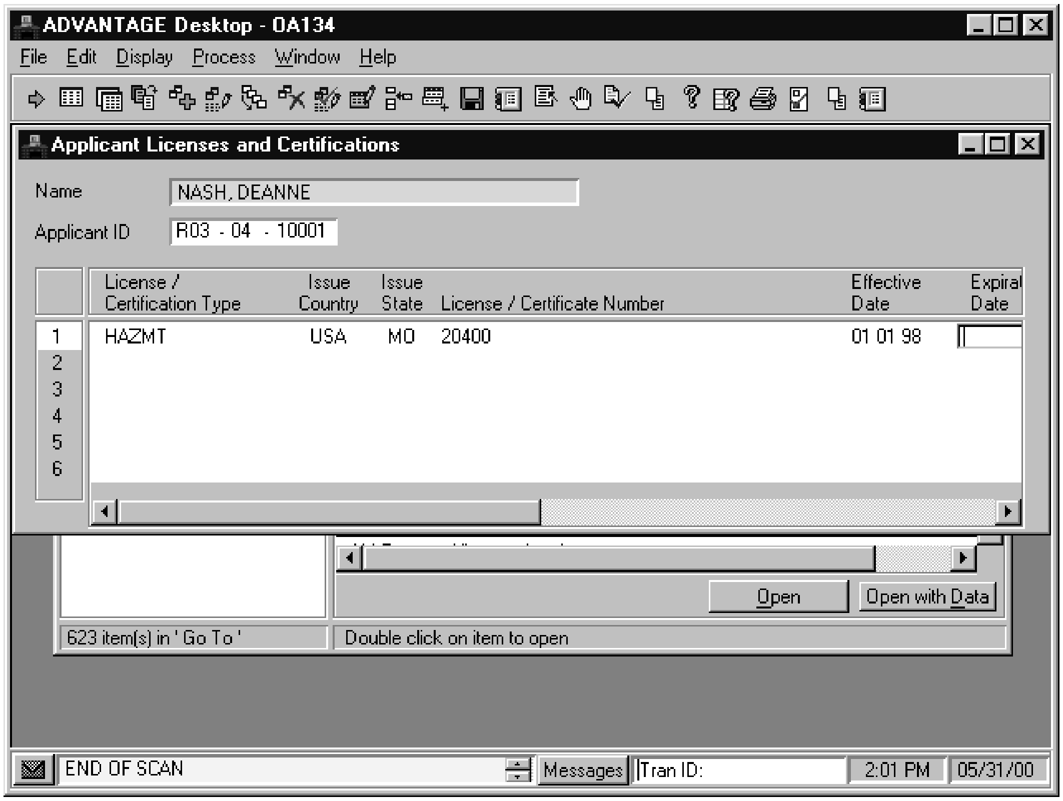
Applying Final Approval

Step 3 Select **Process: Approve-Update.**

Step 4 Close the transaction.



APPLICANT LICENSES AND CERTIFICATIONS (ALCN)


ADVANTAGE Desktop - OA134
File
Edit
Display
Process
Window
Help
Applicant Licenses and Certifications
Open
Open with Data
Messages

Name: NASH, DEANNE

Applicant ID: R03 - 04 - 10001

	License / Certification Type	Issue Country	Issue State	License / Certificate Number	Effective Date	Expira Date
1	HAZMT	USA	MO	20400	01 01 98	
2						
3						
4						
5						
6						

623 item(s) in ' Go To '

Double click on item to open

END OF SCAN

Tran ID:

2:01 PM

05/31/00

NOTES

APPLICANT LICENSES AND CERTIFICATIONS (ALCN)

Information about the applicant's licenses and certifications are entered on the Applicant Licenses and Certifications (ALCN) transaction. Completion of this window is defined by agency policy.

Let's assume our applicant has a hazardous material handling license.

Step 1 To open the ALCN from the SAM II Desktop Navigator window click on the Go To icon. Type ALCN in the Code field. Click on the OPEN button.

Step 2 Populate the following required field to access the applicant.

NAME – Inferred. Displays the applicant's full name.

APPLICANT ID - Required. Enter the applicant's identification number. Valid values are located on the Applicant Name Inquiry (QANM) window. **SEE STUDENT CARD**

Select **Display: Browse Data**.

Step 3 Populate the remaining fields on the ALCN.

LICENSE/CERTIFICATION TYPE - Required. Enter the code for the type of license/certification held by the applicant. Valid values are located on the License Type (LTYP) window. Type **HAZMT**

ISSUE COUNTRY – Optional. Enter the code for the country that issued the license. Valid values are located on the Country (CTRY) window. Type **USA**

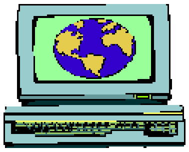
ISSUE STATE - Optional. Enter the code for the state that issued the license. Valid values are located on the State (ST) window. Type **MO**

LICENSE/CERTIFICATE NUMBER - Required. Enter the number of the special license or certificate. Type **20400**

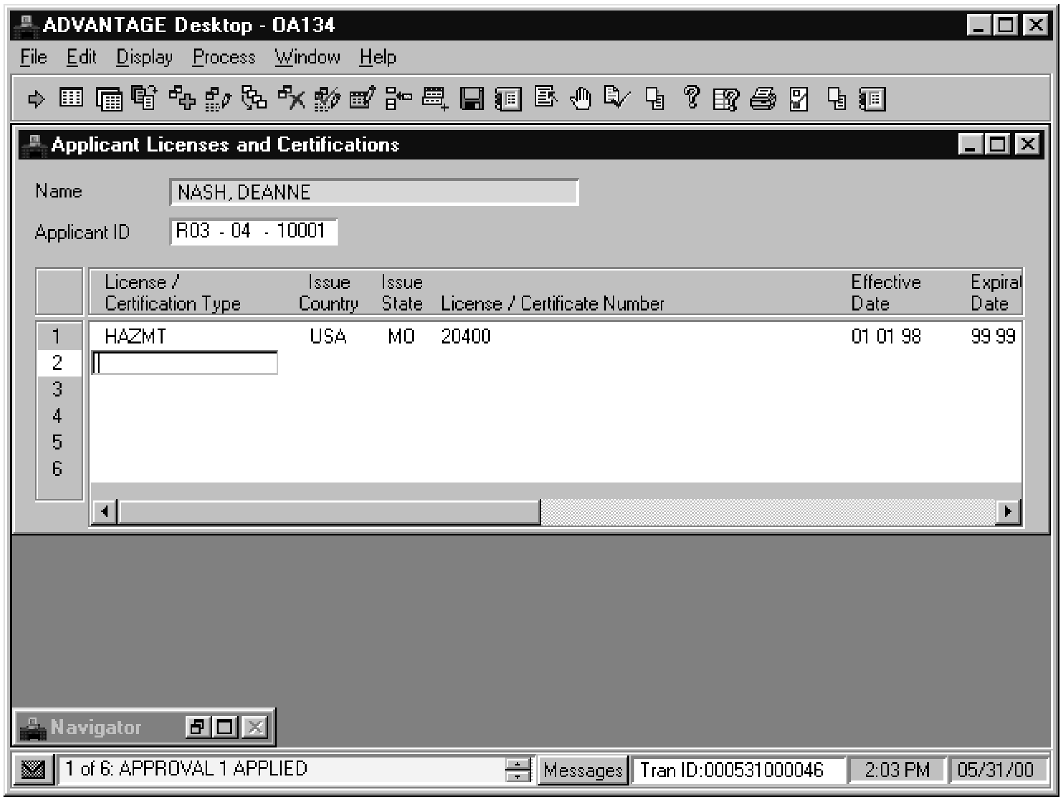
EFFECTIVE DATE – Optional. Enter the date (*mm/dd/yy*) the information becomes effective. The default is the current date. Type **01 01 98**

EXPIRATION DATE – Optional. Enter the last date (*mm/dd/yy*) the information is in effect. The default is 99/99/99.

COMMENTS - Optional. Enter any additional comments.



APPROVING AN APPLICANT LICENSES AND CERTIFICATIONS (ALCN)


ADVANTAGE Desktop - OA134
File
Edit
Display
Process
Window
Help
Applicant Licenses and Certifications
Navigator
Messages

Name: NASH, DEANNE

Applicant ID: R03 - 04 - 10001

	License / Certification Type	Issue Country	Issue State	License / Certificate Number	Effective Date	Expirat Date
1	HAZMT	USA	MO	20400	01 01 98	99 99
2						
3						
4						
5						
6						

1 of 6: APPROVAL 1 APPLIED

Tran ID:000531000046

2:03 PM

05/31/00

NOTES

APPROVING AN APPLICANT LICENSES AND CERTIFICATIONS (ALCN)

You have completed entering the field information for the ALCN. Remember that the Process: Update step checks the transactions for errors. After a transaction is free of errors, the necessary levels of approvals are applied. The ALCN requires three levels of approval and they are all applied by the agency.

Remember that items will enter and leave your worklists based upon what stage of the editing and approval process the transaction is in, what your security profile allows you to do, and your agency's workflow rules.

Now, let's complete the approval processing of the ALCN.

Step 1 Select **Process: Update.**

If the transaction contains errors, messages will appear specifying the errors. You would need to correct the errors and repeat Step 1. If your transaction is free of errors, a message will appear in the yellow message bar at the bottom of the transaction window telling you that approvals are ready to be applied.

Step 2 Close the transaction. Workflow will now route the transaction as needed.

Note: For training purposes, you will stop at this point. The instructor will complete the next step. However, in the "real world", you would perform one of the following steps to apply additional levels of approval. Your ability to apply different levels of approval will be determined by your security profile.

Applying Additional but Not Final Approvals

Step 3 Select **Process: Approve.**

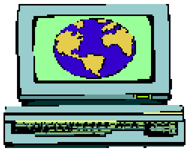
Step 4 Close the transaction. Workflow will now route the transaction as needed.

OR

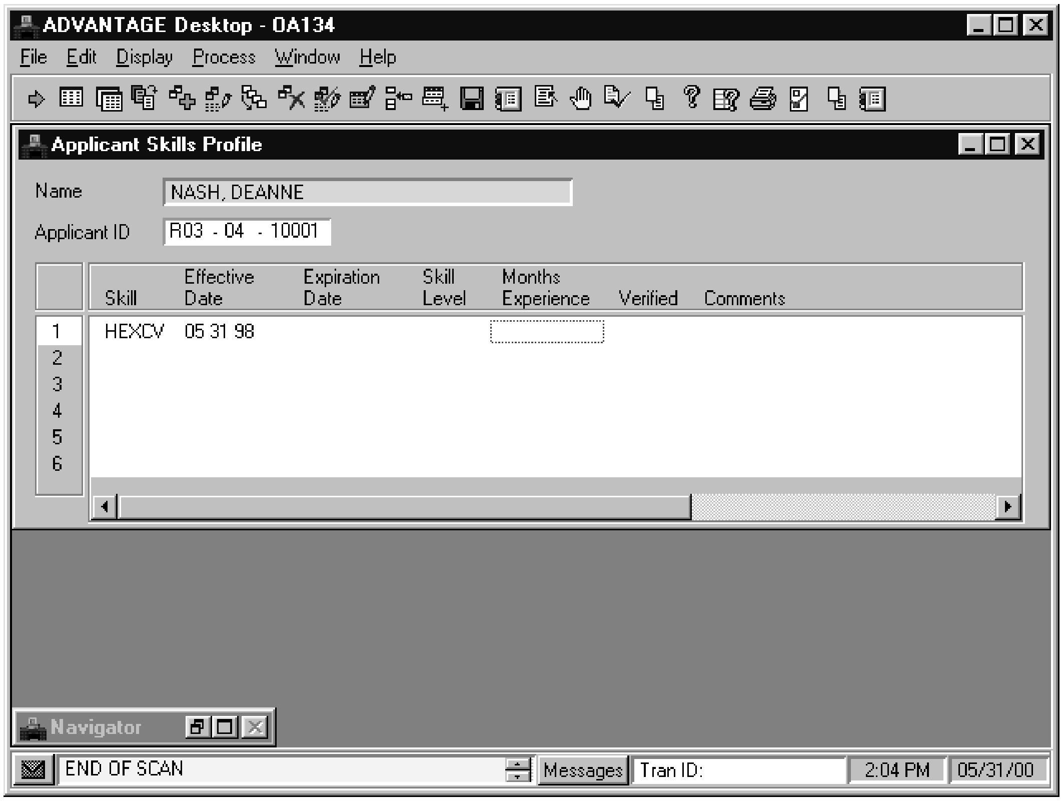
Applying Final Approval

Step 3 Select **Process: Approve-Update.**

Step 4 Close the transaction.



APPLICANT SKILLS PROFILE (ASKL)


ADVANTAGE Desktop - 0A134
File Edit Display Process Window Help
Applicant Skills Profile
Navigator
Messages

Name: NASH, DEANNE

Applicant ID: R03 - 04 - 10001

	Skill	Effective Date	Expiration Date	Skill Level	Months Experience	Verified	Comments
1	HEXCV	05 31 98					
2							
3							
4							
5							
6							

END OF SCAN

Tran ID:

2:04 PM 05/31/00

NOTES

APPLICANT SKILLS PROFILE (ASKL)

Certain positions may require that the applicant possess certain skills. For instance, applicants for the position of a Geologist I must possess a Bachelor's Degree with major course work in geology. The information about the applicant's skills is collected during the course of the application process and entered on the Applicant Skills Profile (ASKL) transaction. All skills have required effective and expiration dates associated with them, thus making all information entered on this transaction historical. Completion of this window is defined by agency policy; it is not required by the SAM II/HR Payroll System.

Let's assume our applicant has two years of experience working with heavy excavation equipment.

Step 1 To open the ASKL from the SAM II Desktop Navigator window click on the Go To icon. Type ASKL in the Code field. Click on the OPEN button.

Step 2 Populate the following field to narrow your search on the ASKL window.

NAME – Inferred. Displays the applicant's full name.

APPLICANT ID - Required. Enter the applicant's identification number. Valid values are located on the Applicant Name Inquiry (QANM) window. **SEE STUDENT CARD**

Select **Display: Browse Data.**

Step 3 Continue to populate the remaining fields on the ASKL.

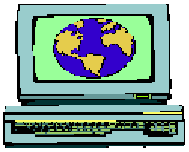
SKILL - Required. Enter the applicant's skill code. Valid values are located on the Skill Type (SKLS) window. Type **HEXCV**

EFFECTIVE DATE - Required. Enter the date (*mm/dd/yy*) that the applicant acquired the skill. Type **TWO YEARS AGO FROM TODAY'S DATE**

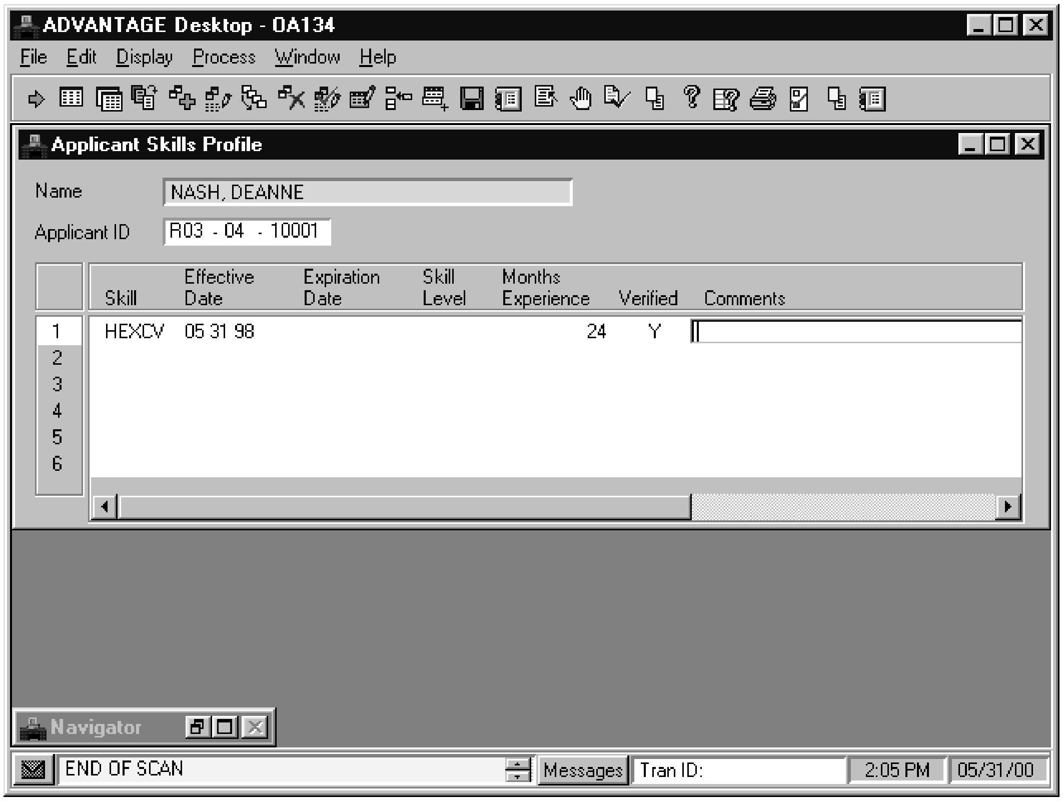
EXPIRATION DATE – Optional. Enter the expiration date (*mm/dd/yy*) of the applicant's proficiency in the skill. The default is 99/99/99.

SKILL LEVEL - Optional. Enter the applicant's proficiency or skill level. Valid values for skill level depend on the type of skill. Valid values are located on the Skill Level (SKLL) window. If "Edit Type" on the Skill Type (SKLS) window is:

Blank	any skill level can be entered
T	skill level must be on the Skill Level (SKLL) window
N	skill level must be numeric.



APPLICANT SKILLS PROFILE (ASKL)


ADVANTAGE Desktop - 0A134
File Edit Display Process Window Help
Applicant Skills Profile
Navigator
Messages

Name: NASH, DEANNE

Applicant ID: R03 - 04 - 10001

	Skill	Effective Date	Expiration Date	Skill Level	Months Experience	Verified	Comments
1	HEXCV	05 31 98			24	Y	
2							
3							
4							
5							
6							

END OF SCAN

Tran ID:

2:05 PM 05/31/00

NOTES

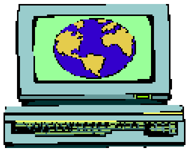
APPLICANT SKILLS PROFILE (ASKL)

Step 3 Continue populating the remaining fields on the ASKL.

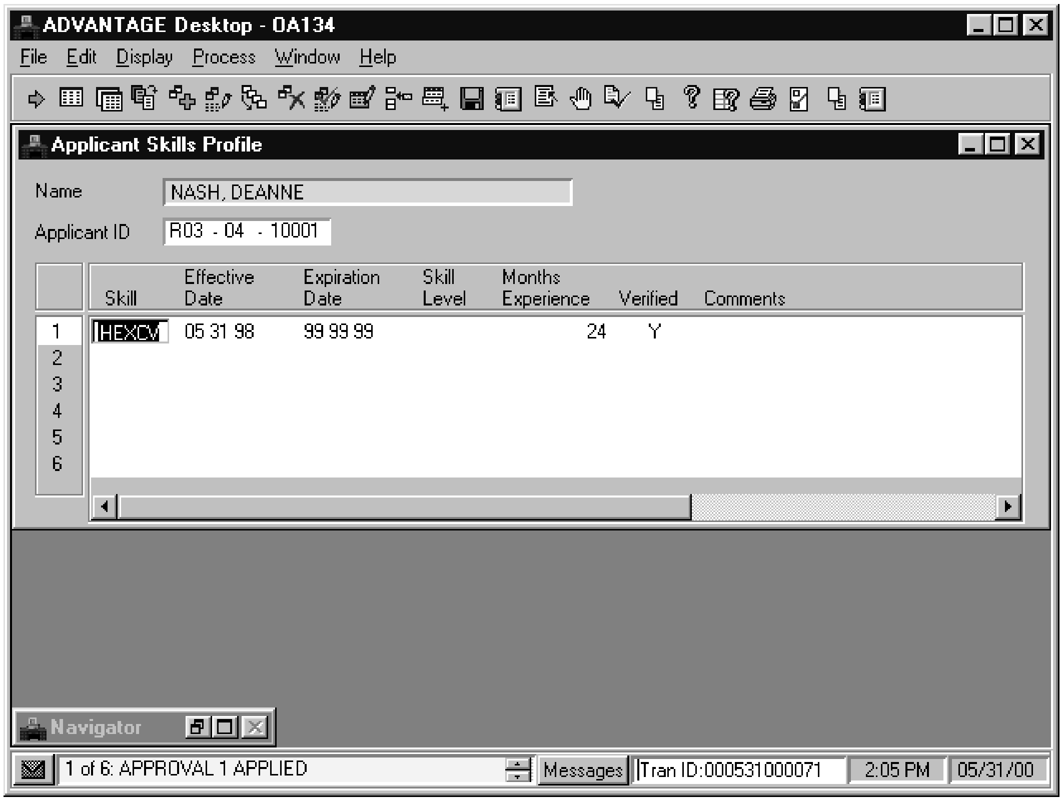
MONTHS EXPERIENCE - Optional. Enter the number of months of experience in the skill. Type **24**

VERIFIED - Required. Enter Y if the applicant's proficiency in the skill has been verified. Enter N if the skill has not been verified. Type **Y**

COMMENTS - Optional. Enter any additional comments.



APPROVING AN APPLICANT SKILLS PROFILE (ASKL)


ADVANTAGE Desktop - 0A134
File Edit Display Process Window Help
Applicant Skills Profile
Navigator
Messages

Name NASH, DEANNE

Applicant ID R03 - 04 - 10001

	Skill	Effective Date	Expiration Date	Skill Level	Months Experience	Verified	Comments
1	HEXCV	05 31 98	99 99 99		24	Y	
2							
3							
4							
5							
6							

1 of 6: APPROVAL 1 APPLIED

Tran ID:000531000071 2:05 PM 05/31/00

NOTES

APPROVING AN APPLICANT SKILLS PROFILE (ASKL)

You have completed entering the field information for the ASKL. Remember that the Process: Update step checks the transactions for errors. After a transaction is free of errors, the necessary levels of approvals are applied. The ASKL requires three levels of approval and they are all applied by the agency.

Remember that items will enter and leave your worklists based upon what stage of the editing and approval process the transaction is in, what your security profile allows you to do, and your agency's workflow rules.

Now, let's complete the approval processing of the ASKL.

Step 1 Select **Process: Update.**

If the transaction contains errors, messages will appear specifying the errors. You would need to correct the errors and repeat Step 1. If your transaction is free of errors, a message will appear in the yellow message bar at the bottom of the transaction window telling you that approvals are ready to be applied.

Step 2 Close the transaction. Workflow will now route the transaction as needed.

Note: For training purposes, you will stop at this point. The instructor will complete the next step. However, in the "real world", you would perform one of the following steps to apply additional levels of approval. Your ability to apply different levels of approval will be determined by your security profile.

Applying Additional but Not Final Approvals

Step 3 Select **Process: Approve.**

Step 4 Close the transaction. Workflow will now route the transaction as needed.

OR

Applying Final Approval

Step 3 Select **Process: Approve-Update.**

Step 4 Close the transaction.